

United States Department of Commerce

Office of Security

Orientation Briefing

Security is Everyone's Responsibility!

Office of Security

Working together to make the
Department of Commerce
a more secure environment for all.

Security is Everyone's Responsibility!

Office of Security

Security Awareness

The Department of Commerce has over 60,000 employees, contractors and other affiliates throughout it's facilities, but only 140 individuals working in the Office of Security.

Your security is based on the eyes, ears, and intuition of all DOC personnel.

If you see anything suspicious, unusual or out of place, report it immediately to your security office!

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Investigations into terrorist attacks, such as 9/11 and the Oklahoma City bombing, revealed that people had observed suspicious behavior, but did not report it.

Is it everyone's responsibility to be observant and report any suspicious behavior.

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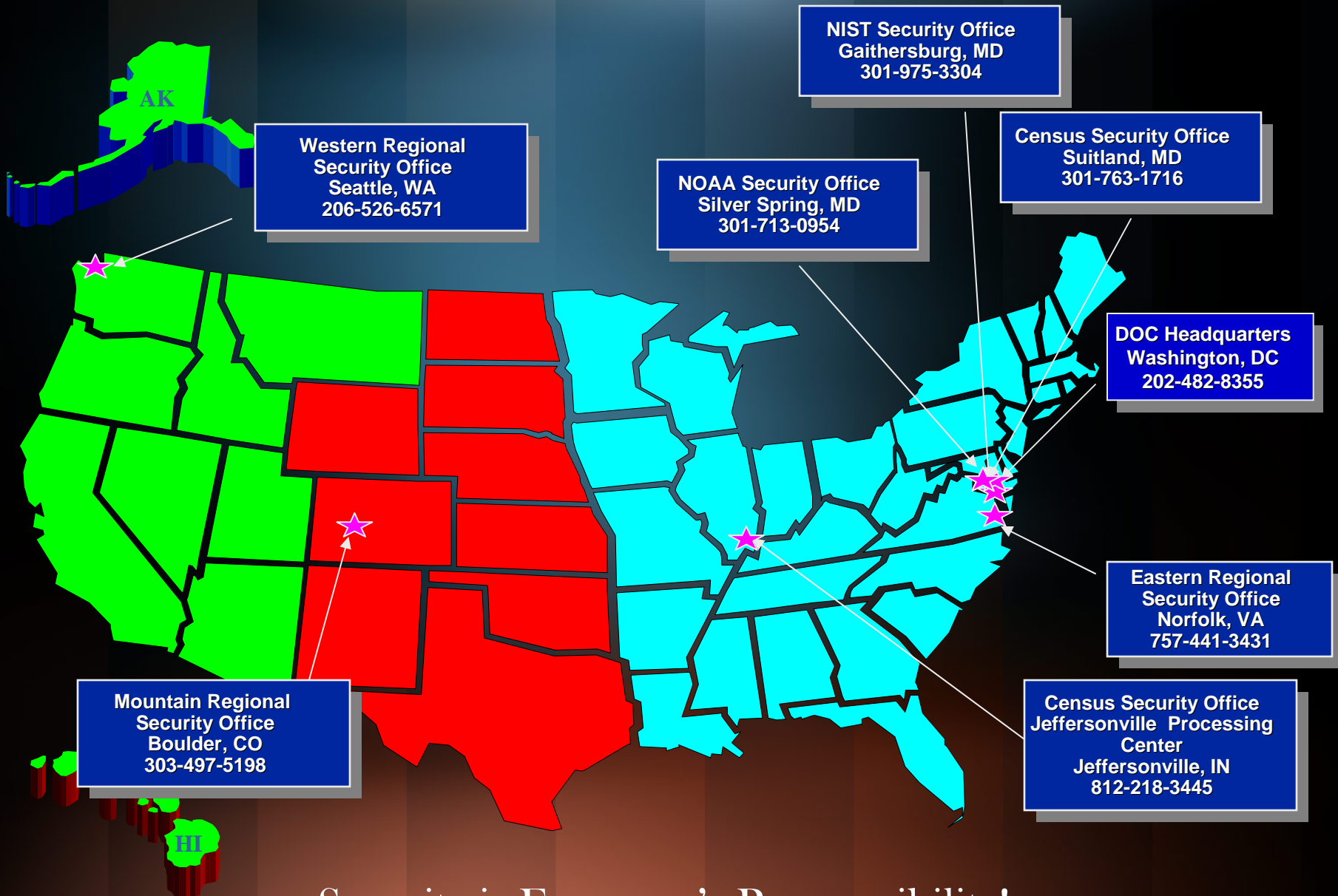
Office of Security's Responsibilities

Establishing policies and procedures for:

- Protection of Department personnel, facilities, and property
- Emergency actions and preparedness
- Threat analysis and security risk assessments
- Personnel security
- Safeguarding classified and sensitive documents/information
- Communications security
- Operations security
- Department-wide compliance with security policies and procedures
- Security education, awareness, and training

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Office of Security Regional Distribution



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Anti-Terrorism Division

Protects Departmental personnel, assets and activities against diverse threats.

- Provides security-related intelligence to senior decision-makers
- Conducts or coordinates investigations to identify, assess and manage threats to Departmental functions
- Manages domestic & international physical security risk assessment programs
- Directs the Foreign National Guest/Visitor Program
- Provides physical protection worldwide for the Secretary of Commerce

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Emergency Management Division

Prepares the Department of Commerce to respond effectively to emergency situations.

- Ensures the safety and welfare of DOC occupants and properties by planning for all possible emergencies through the Occupant Emergency Plan (OEP)
- Manages the Emergency Operations Center (EOC), the hub for all emergency communications and coordination within the Department for safety and security incidents
- Maintains Continuity of Operations (COOP), an effort within individual executive departments and agencies to ensure that Primary Mission-Essential Functions continue to be performed during a wide range of emergencies
- Maintains Continuity of Government (COG), a coordinated effort within the Federal Government's Executive Branch to ensure that national essential functions continue to be performed during a catastrophic emergency

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Counterespionage Division

Provides policies and operational support concerning National Security Information (NSI).

- Manages the issuance and renewal of individual security clearances through the Personnel Security (PERSEC) program
- Provides support and enforcement of the proper handling of National Security Information (NSI) through the Information Security (INFOSEC) program
- Provides guidance for the proper communication of NSI, through the Communication Security (COMSEC) program

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Your Role/Responsibilities in an Emergency Situation

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Emergency Procedures

- Evacuation
- Shelter-In-Place (SIP)
- Lockdown



During emergency situations, each of us must demonstrate the utmost in human compassion and leadership by looking out for others and helping all those in need of assistance.

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Evacuation

If the emergency requires us to **EVACUATE** the building, you will be required to:

1. Secure classified material, grab personal items (keys, ID, etc.) close office door, and turn off lights.
2. Exit the building.
3. Proceed to your predetermined Rally Point within your designated Assembly Area.
4. Report to your supervisor.

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Shelter-In-Place (SIP)

When the emergency requires us to **SHELTER-IN-PLACE** you will be required to:

1. Close windows and turn off stand alone ventilation units.
2. Secure classified material, grab personal items (keys, ID, etc.), close office door, and turn off lights.
3. Proceed to an INTERIOR hallway/room without any windows.
4. Follow the directions of your supervisor and emergency personnel.

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Lockdown

When the emergency requires us to
LOCKDOWN you will be required to:

1. Get out of the hallway, or other common areas.
2. Proceed to nearest office.
3. Lock office doors and turn lights off!
4. Do not open office doors for anyone.
5. Follow the directions of your supervisor and from the Emergency Operations Center.

Lockdown occurs when management is aware that a person inside the building has intent to commit a violent act.

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The following slides are
specific to Eastern Region
Security Office

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Eastern Region Security Office Demographics

- **31 - States Plus Puerto Rico**
- **326 - Staffed Facilities**
- **Client Base - NOAA, BIS, EDA, ITA, and MBDA**
- **Customer Base**
 - 4620 Federal
 - 1845 Contractors/Others



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Security Services Provided

- Perform Anti-Terrorism Risk Assessments
- Administer the Personnel Security Program (Federal & Contractors)
- Assist Clients with the Development of their Emergency Preparedness Plan
- Administer the Employee Suitability Program
- Administer the Contractor Security Assurance Program
- Perform Employee Security Awareness Education and Training

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Security Services Provided (Cont)

Administer the Foreign Visitor/Guest Program, DAO 207-12

Provide Foreign Travel Briefings

Administer the National Security Information Program

Conduct Investigations/Law Enforcement Liaison

Perform Compliance Reviews

Issue Personnel Identification Badges HSPD-12, FIPS-201

Assist in the Development and Implementation of an
Operational Security Program (OPSEC)

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Facilities Access

The Facility Manager is ultimately responsible for access control at your facility

All facility keys for access are accountable and should be signed out accordingly

An annual key inventory should be accomplished

Foreign National visitor access must be reported to ERSO prior to their arrival, in accordance with DAO-207-12

Foreign National Visitors (3 or fewer days) must be reported to ERSO no later than one full business day prior to visit

Foreign National Guests (more than 3 days) must be reported to ERSO 30 calendar days prior to visit

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Property Control Info

- **All Government owned equipment and materials should be properly labeled to maintain accountability.**
- **At minimum annual inventory shall be accomplished.**
- **In the event of missing, lost or stolen government property, in addition to Agency reporting requirements the event must be reported immediately to your servicing security office.**

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Protection of Information

- **Personal information should be protected in accordance with the Privacy Act of 1974 and Agency policy.**
- **Any loss of critical/sensitive or classified information should be reported immediately to your servicing security office.**

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Help safeguard America's assets and information.

- Be alert!
- Use common-sense precautions.
- Team with co-workers to prevent crime.
- Understand the risks.
- Report suspicious activities!

Be familiar with the information in this presentation!

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ERSO General Information

Main office hours of operation:
8:00 am – 4:00 pm (Eastern)

Security Service Center location:
Department of Commerce
Eastern Region Security Office
200 Granby Street, Room 407
Norfolk, VA 23510
Phone: 757-441-3620/3431
Fax: 757-441-3422

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Office of Security

ERSO Points of Contacts

Carroll Ward, Regional Security Manager

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- **Pamela Ruhlen, Asst Security Officer**
(757) 441-3415
 - PERSEC Team Leader
 - Suitability Team Leader
 - Info Security
 - HSPD-12 Badging Team Leader
 - Counter Intelligence Coordinator
- **Chad Johnson, Security Specialist**
(757) 441-6297
 - Antiterrorism Assessment Coordinator
 - Foreign National Visitor Program Coordinator
- **Patricia Neunz Security Assistant**
(757) 441-3620
 - Suitability Processing
 - Administrative Services
- **LeBlanc Security Assistant, Contractor**
(757) 441-3428
 - Identification Badge Processing
 - Contractor Suitability
- **Calvin Daniels Security Specialist**
(757) 441-6888
 - Contractor Suitability
 - Antiterrorism Assessments

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